

RALEIGH-DURHAM AIRPORT AUTHORITY

MINUTES

October 17, 2002

Chairman Gibbs presided. Present: members Clancy; Lane; Parker; Sparrow; Teer; Toler and Winston. Also present: Airport Director Brantley; Deputy Director, Operations Shackelford; Deputy Director, Facilities Engineering & Maintenance Pittman; Deputy Director, Finance, Business & Administration Gill; Major Capital Improvements Program Director Powell; Customer Service & Organizational Support Director Damiano; Administration Director Umphrey; Parking Director Scialdone; Parking Administration Manager Slayton; Finance Director Barritt; Senior Program Manager Edmondson; Senior Program Manager Quesenberry; Program Manager Cayton; Facilities Engineering Manager Jewett; Maintenance Manager Fulp; Customer Relations Supervisor Kawiecki; Properties & Insurance Officer Quinn; Emergency Services Manager Thompson; Law Enforcement Manager Waters; Information Technology Manager Schiller; Communications Manager Hamlin; Ground Transportation Manager Odom; Ground Transportation Coordinator Nye; Financial Analyst Golden; Operations Manager Nelson; Training Supervisor Bell; Network Administrator King; Purchasing Officer Thompson; Accountant Marion; Communications Specialist Dunton; Website Administrator Hogan; Business Development Officer Hairston; Visitor Services Supervisor Creech; Ground Transportation Manager Odom; Ground Transportation Coordinator Nye; Public Transportation Supervisor Kiser; Environmental Manager Fischer; Administrative Assistant Gray; Executive Assistant Mitchell and Attorney Tatum.

Guests: Steve Cornell, Parsons Transportation Group; Vicki Hyman, The News & Observer; John Garrett, Enterprise Rent A Car; Leo John, The Business Journal; and Rev. Dennis Stiles.

APPROVAL OF AGENDA –There were no changes to the agenda, and it was approved as submitted.

APPROVAL OF MINUTES – There were no changes to the minutes of the September 19, 2002 meeting, and they were approved as submitted.

CHAIRMAN’S COMMENTS – Chairman Gibbs had no comments at this time.

OPERATIONS COMMITTEE – Member Sparrow reported the Committee met on October 16, 2002 and discussed the following items:

1. Consideration of the Taxi Stand Manager proposals received on September 30, 2002. Ground Transportation Manager Odom reported on the proposals for Taxicab Management Services that were received on September 30, 2002. Three companies submitted proposals: Merit Taxi/Odyssey Enterprise of Durham; Dulles Airport Taxi, Inc. from Virginia; and Flying Eagle Transportation, Inc. of Raleigh. A panel was formed to review the proposals. All proposals were reviewed in accordance with the evaluation criteria set forth in the Request for Proposals, and ranked by staff based on the responsiveness to the RFP under the evaluation criteria. The firms were ranked in the following order: Dulles Airport Taxi, Inc.; Flying Eagle Transportation, Inc.; and Merit Taxi/Odyssey Enterprise. In accordance with the RFP, all proposals were considered proprietary and confidential and as such, information contained in each could not be made public at that time. Staff also reviewed the proposals with, and received input from, the Authority’s consultant, Dr. Ray Mundy. Dr. Mundy considered the proposal of Merit Taxi/Odyssey Enterprise to be non-responsive. The proposal submitted by Flying Eagle Transportation was

considered to be responsive, but lacked details of the operation and management plan. Flying Eagle would require significant assistance and negotiation of operating parameters in order to start service. Dr. Mundy considered the proposal submitted by Dulles Airport Taxi to be responsive and to provide the most detailed overall plan of operations and management for the stand operation. The Committee recommended that staff be authorized to commence negotiations with Dulles Airport Taxi, Inc. to provide taxicab management services for the Airport.

Member Sparrow made a motion, seconded by Member Toler, to authorize staff to commence negotiations with Dulles Airport Taxi, Inc. to provide taxicab stand management services for the Airport.
Adopted.

LAW, FINANCE & PERSONNEL COMMITTEE – Member Winston reported the Committee met on October 17, 2002 and discussed the following items:

1. Consideration of a request from Enterprise Rent-A-Car that its Lease Agreement with the Authority be amended to eliminate from the beginning of its term the requirement that Enterprise pay a gross receipts fee on non-airport-related car rental business transacted at its outlets (currently three) that are located within a 5-mile radius of the Airport. Properties & Insurance Officer Quinn reported on a request by Enterprise Rent-A-Car to amend its Lease Agreement with the Authority to eliminate the requirement that Enterprise pay a gross receipts fee on non-airport-related car rental business transacted at its three existing outlets located within a 5-mile radius of the Airport. The proposed Amendment would be effective on the date Enterprise began operating on the Airport, and would waive the requirement that non-airport-generated sales be included in the gross sales reported for Enterprise's existing off-site locations that are sited within the 5-mile radius. Enterprise now has three locations that fall within the 5-mile radius: Harrison Avenue in Cary, Glenwood Avenue in Raleigh and Slater Road in Morrisville. The Harrison Avenue and Glenwood Avenue locations existed prior to Enterprise opening an Airport facility in March 2001. The Slater Road location was added after that time, and Enterprise's local headquarters was relocated there. Those three locations handle almost wholly local customers and insurance transactions. It was discovered in an audit performed by the Authority's Finance Department between May and August of this year that Enterprise was not reporting all revenue for those locations regardless of whether the sale is airport-related or not as required by the Lease. The proposed Amendment is specific to the three existing Enterprise locations and will not apply should Enterprise add other locations within the 5-mile radius in the future. At this time no other Airport car rental tenant operates from a location within five miles of the Airport. No other provisions in the Lease would change, including the Authority's right to inspect Enterprise's records. The Committee recommended amending the Lease Agreement to eliminate from the beginning of its term the requirement that Enterprise pay a gross receipts fee on non-airport-related car rental business transacted at its three existing outlets that are located within a 5-mile radius of the Airport.

Member Winston made a motion, seconded by Member Clancy, to approve amending the Lease Agreement with Enterprise to eliminate from the beginning of its term the requirement that Enterprise pay a gross receipts fee on non-airport-related car rental business transacted at its three existing outlets that are located within a 5-mile radius of the Airport.
Adopted.

2. Consideration of a proposed adjustment in the capital budget for Terminals A & C Expansion Planning, RDU #070289. Major Capital Improvements Director Powell reported on a proposed budget adjustment for the Terminals A & C Expansion Planning project. The budget increase recommended is \$1,400,000, the maximum compensation under the interim agreement with Fentress Bradburn. The Committee recommended approval of the staff request.

Member Winston made a motion, seconded by Member Clancy, to adjust the capital budget for the Terminals A & C Expansion Planning project in the amount of \$1,400,000. Adopted.

3. Consideration of a general salary adjustment to be effective October 7, 2002 for all employees whose salaries are set on the Authority's salary schedule. Deputy Director, Finance, Business & Administration Gill reported on the results of the annual salary market comparability study conducted by Billings & Associates. The Authority requested that a labor market comparability study, also referred to as a salary survey, be prepared each year to ensure that the salary ranges for all position classifications are competitive with those of other local governmental entities. The City of Durham and Durham County did not adjust their salary schedules in 2002. Wake County implemented a 3% salary schedule adjustment in April 2002. The City of Raleigh made a 1.5% increase to the top of salary ranges only. The Towns of Cary and Apex each implemented a salary schedule adjustment of 2%. The Committee recommended that the salary schedule be adjusted upward by 2% effective October 7, 2002, which is the beginning of a pay period.

Member Winston made a motion, seconded by Member Teer, to approve a general salary adjustment of 2% for all employees whose salaries are set on the Authority salary schedule effective October 7, 2002. Adopted.

4. Staff report on forthcoming changes in the Authority's health insurance program to be effective January 1, 2003. Deputy Director, Finance, Business & Administration Gill reported on a staff recommendation that the Authority select a single provider of health insurance. The Authority has traditionally offered its employees a choice between multiple medical insurance providers, currently Cigna and Blue Cross/Blue Shield (formerly Partners). Upon requesting 2003 premium rates, it became apparent the Authority would no longer be able to offer plans from multiple providers. None of the major carriers was willing to share the participant pool given the size of the Authority's work force. Partners/BCBS proposed a premium increase over 2002 of 79%, while Cigna proposed an increase of 8.5%. Without decreasing the current levels of coverage provided employees, coverage of all employees by Cigna became the only viable option. The Authority will offer a choice between Cigna's HMO and Point of Service (POS) plans. The POS plan is very similar to the HMO plan but also provides out-of-network benefits. The out-of-network benefits increase the premium. The HMO option will be the core benefit provided by the Authority, with employees having the option to buy-up to the POS plan. A pricing chart was provided illustrating monthly employee contributions for the HMO and POS options. The Committee recommended that Cigna become the Authority's single provider of health insurance effective January 1, 2003.

Member Winston made a motion, seconded by Member Teer, to approve Cigna as the Authority's single provider of health insurance effective January 1, 2003. Adopted.

LAND & DEVELOPMENT COMMITTEE – Member Teer reported the Committee met on October 17, 2002 and discussed the following items:

1. Presentation of the proposed addition by Bellefonte, Inc. of a second hangar to the Ram Air Freight facility on W. International Drive. Facilities Engineering Manager Jewett reported on the request of Bellefonte to add a second hangar to the Ram Air Freight facility. Facilities Engineering Manager Jewett introduced Joel Christman, of K.S. Dodson Construction Co., Inc., which is assisting in the planning and construction of the second hangar to be occupied by Bellefonte. Examples of exterior siding materials were displayed, which were in keeping with the existing materials. The Committee recommended approval of the proposed addition by Bellefonte, Inc. of a second hangar to the Ram Air Freight facility.

Member Teer made a motion, seconded by Member Winston, to approve the addition by Bellefonte, Inc. of a second hangar to the Ram Air Freight facility. Adopted.

2. Consideration of bids received on October 10, 2002 for the General Aviation Terminal Building, RDU #080334. Senior Facilities Program Manager Edmondson reported on the bids received for the General Aviation Terminal Building. The following bids were submitted: American Western Contractors Limited at \$3,799,000; Archer Western Contractors Limited at \$3,974,000; Beers Skanska, Inc. at \$3,659,800; Blair Construction Inc. at \$3,930,000; C.T. Wilson Construction Co., Inc. at \$3,873,425; D.H. Griffin Construction LLC at \$3,689,000; Ellis-Walker Builders, Inc. at \$4,453,100; and Charles N. White Construction at \$3,770,000. Beers Skanska proposed DBE participation of 0.87%. The Authority's goal is 10%. The Committee recommended accepting the low bid of \$3,659,800 and awarding the contract for the General Aviation Terminal Building to Beers Skanska, Inc., subject to further negotiation with Beers on its MBE participation by staff and Attorney Tatum.

Member Teer made a motion, seconded by Member Parker, to accept the low bid of \$3,659,800 and award the contract for the General Aviation Terminal Building to Beers Skanska, Inc. subject to further negotiation with Beers on its MBE participation by staff and Attorney Tatum. Adopted.

3. Consideration of a staff recommendation on firms to provide pre-construction and construction phase support services as subconsultants to Parsons Transportation Group for Terminal C Renovation & Expansion and other projects. Major Capital Improvements Program Director Powell reported on the staff recommendation on selection of firms to provide pre-construction and construction phase support services as subconsultants to Parson Transportation Group in connection with the Authority's Terminal C Expansion and Modernization and other projects program. These services consist of: Scheduling and Cost Control Services; Document Control Services; CADD Support and Utilities Records Management Services; and Agency Construction Management Services. The selected firms will provide the above listed services in support of Parsons for the following Authority projects: Terminal C Renovation and Expansion, RDU #070289; Taxiway D Relocation and Terminal C Apron Expansion, RDU #070279; and New Operations Center, RDU #070369. The firm selected to provide agency construction management support to Parsons will only provide the service on the General Aviation Terminal Building project, RDU #080334. Parsons was earlier selected to serve as the Program Management Firm, but that selection did not include selection of subconsultants to Parsons in order to allow joint, qualifications-based selection of these subconsultants by the Program

Manager and the Authority. The selected firms for these services will enter into contracts with Parsons, which will manage and direct the work of the selected firms. The Request for Proposals for pre-construction and construction phase support services was available on-line at www.rdu.com/rdubusiness beginning on September 20, 2002. Additionally, the Request for Proposals was mailed to 182 firms. Parsons held a Pre-proposal Conference on September 26, 2002. Representatives of 15 firms attended the conference. The deadline for submitting proposals was 4:00 p.m., October 3, 2002. Parsons received proposals from the following eight firms: Boyken International with Bree & Associates and Connico, Inc. – scheduling and cost control, document control, construction management and CADD services; Chaves Associates – document control; Construction Control Services Corporation – scheduling and cost control; Stellar Services with the Spear Group – scheduling and cost control, document control and CADD services; International Aviation – document control; McDonough Bolyard Peck – scheduling and cost control and construction management; NFE Technologies – document control, construction management and CADD services; U.S. Cost – scheduling and cost control. Based on joint review of the proposals by Authority staff and Parsons, including responsiveness to the stated requirements, qualifications and experience of the proposed project manager and other key personnel, qualifications and experience of the firms, and previous experience on similar projects, Authority staff ranked US Cost first and Boyken International second for scheduling and cost control services. Based on joint review of the proposals, including responsiveness to the stated requirements, qualifications and experience of the proposed project manager and other key personnel, qualifications and experience of the firms, previous experience on similar projects, and Parsons' interviews, staff ranked as subconsultants to Parsons for document control services Stellar Services first and Chaves Associates second. Staff also recommended Construction Control Services Corporation as a subconsultant to Parsons for agency construction management services and Bree & Associates as a subconsultant to Parsons for CADD support and utilities records management services. The Committee recommended approval of the staff recommendations.

Member Teer made a motion, seconded by Member Lane, to approve the staff recommendation on selection of firms to provide pre-construction and construction phase support services as subconsultants to Parsons Transportation Group for Terminal C Renovation & Expansion and other projects. Adopted.

4. Consideration of an Agreement with Parsons Transportation Group for program and construction management services for Terminal C Renovation & Expansion, RDU #070289, and other projects. Facilities Program Manager Cayton reported on the terms of the Agreement with Parsons Transportation Group for program and agency construction management services for Terminal C Renovation & Expansion and other projects. The Scope of Services in this Agreement includes program management services which consist of, but are not limited to, coordinating the work of the firms providing architectural, engineering and other consulting services, overseeing other firms providing agency construction management services, conducting design reviews, implementing and maintaining project controls, administering contracts, and other services to support the Authority staff responsible for the projects. The Scope of Services also includes agency construction management services which consist of, but are not limited to, preparing construction costs estimates and analyses of bids, performing constructability analyses, coordinating activities of contractors with each other and with the Authority departments, and recording construction progress. The Agreement authorizes program management and agency construction management services for the following projects: Terminal C Renovation &

Expansion, RDU #070289; Taxiway D Relocation and Terminal C Apron Expansion, RDU #070279; and General Aviation Terminal Building, RDU #080334; and program management services only in connection with the New Operations Center project, RDU #070369. The term of the Agreement will coincide with the Terminal C Renovation & Expansion project, which is expected to last approximately five years. The initial authorization of this Agreement is for the period between October 17, 2002 and March 31, 2003, which coincides with the balance of the current Authority fiscal year. The Agreement will be reauthorized annually on a fiscal-year basis. Compensation for professional services will be based on unit costs against a fixed ceiling amount. Reimbursement for allowable expenses will be made based on direct costs against a fixed ceiling amount. The fixed ceiling amounts or professional fees and expenses are still under negotiation. The Committee recommended approval of the proposed Agreement with Parsons Transportation Group for Program and Agency Construction Management services for Terminal C Renovation & Expansion and other projects.

Member Clancy made a motion, seconded by Member Gibbs, to approve the Agreement with Parsons Transportation Group for Program and Agency Construction Management Services for Terminal C Renovation & Expansion and other projects. Adopted.

5. Consideration of a staff recommendation on firms to provide structural, mechanical, electrical, and plumbing engineering services and baggage conveyance system design services as subconsultants to Fentress Bradburn Architects Limited for Expansion of Terminal C, RDU #070289. Major Capital Improvements Program Director Powell reported on the staff recommendation on the selection of firms to provide structural, mechanical, electrical and plumbing engineering services and baggage handling and conveyance system design services as subconsultants to Fentress Bradburn Architects Limited in connection with the Authority's Terminal C Expansion and Modernization project. Fentress Bradburn was earlier selected to serve as the Architect for the project, but that selection did not include selection of engineering and other non-architectural subconsultants to Fentress in order to allow joint, qualifications-based selection of these subconsultants by the Architect and the Authority. The selected firms for these services will enter into contracts with Fentress Bradburn, which will manage and direct the work of the selected firms. The Request for Proposals for Structural, Mechanical, Electrical and Plumbing Engineering and Baggage Handling and Conveyance System Design Services was available on-line at www.rdu.com/rdubusiness beginning on August 16, 2002. The Request for Proposals was mailed to 171 firms. A Pre-proposal Conference was held on August 29, 2002. Representatives of 26 firms attended the conference. The deadline for submitting proposals was 4:00 p.m., September 5, 2002. The Authority received proposals from sixteen firms. Fentress Bradburn, Authority staff and the Program Manager for the project, Parsons Transportation Group, individually reviewed the proposals. Fentress Bradburn further considered proposals from the following national firms with experience on airport terminal projects for the roles noted: BNP Associates, Inc. - baggage handling and conveyance systems design; Ove Arup & Partners Consulting Engineers, PC - structural, mechanical, electrical and plumbing engineering; Syska Hennessy Group - mechanical, electrical and plumbing engineering; Thornton-Tomasetti Engineers - structural engineering; URS Corporation - baggage handling and conveyance systems design; and Walter P. Moore and Associates - structural engineering. Staff ranked BNP Associates first and URS second for baggage handling and conveyance systems design services, Ove Arup first for structural, mechanical, electrical and plumbing engineering services, Syska Hennessy second for mechanical, electrical and plumbing engineering services, Thornton-Tomasetti second for

structural engineering services, and Walter P. Moore third for structural engineering services. The Ove Arup team includes two local subconsultants, RMF Engineering of Durham for mechanical, electrical and plumbing engineering services and Stewart Engineering of Research Triangle Park for structural engineering services. Stewart Engineering is certified as an MBE with the Authority. The Committee recommended approval of the staff recommendations.

Member Teer made a motion, seconded by Member Clancy, to approve the selection of BNP Associates to provide baggage handling and conveyance system design services and Ove Arup & Partners to provide structural, mechanical, electrical and plumbing engineering services as subconsultants to Fentress Bradburn Architects Limited for Terminal C Renovation & Expansion, RDU #070289. Adopted.

6. Consideration of an Agreement with Fentress Bradburn Architects Limited for architectural and other professional services for Terminal C Renovation & Expansion, RDU #070289. Major Capital Improvements Program Director Powell reported on a proposed Interim Agreement with Fentress Bradburn Architects Limited for architectural and other professional services for renovation and expansion of Terminal C. The scope of the Agreement includes preliminary architectural, engineering and other professional services required to initiate the project and provide appropriate transition between the Project Definition Study that is being prepared by another firm and the commencement of schematic design services by Fentress Bradburn and its sub-consultants. The Interim Agreement will be succeeded by the Final Agreement upon initiation of the Schematic Design Phase of the services. The services authorized by the Interim Agreement will be completed by January 31, 2003. Those services include Project Definition, Project Initiation and Inventory, and Architectural Vision. The total maximum compensation for the services authorized by the Interim Agreement will be \$1,400,000. Compensation for professional services for the consultant and architectural sub-consultants will be based on unit costs against a fixed ceiling amount. The fixed ceiling amount for professional fees is \$960,000. The professional fee and expenses for non-architectural sub-consultants will be based on the direct cost of the services and expenses of those sub-consultants with a fixed ceiling amount of \$330,000. Reimbursement for allowable expenses will be made based on direct costs against a fixed ceiling amount. Allowable expenses include traditional expenses such as printing, reproduction, travel and subsistence. The fixed ceiling amount for expenses will be \$110,000. The Committee recommended approval of the Interim Agreement with Fentress Bradburn Architects Limited for provision of architectural, engineering and other professional services.

Member Teer made a motion, seconded by Member Clancy, to approve the Interim Agreement with Fentress Bradburn Architects Limited for provision of architectural, engineering and other professional services for the Terminal C Renovation & Expansion project with a total maximum compensation amount of \$1,400,000. Adopted.

RESOLUTION – Facilities Engineering Manager Cayton requested adoption of a resolution authorizing staff to submit an application to the Federal Aviation Administration to obtain an Airport Improvement Program grant for reimbursement of costs associated with the Westside Storm Water Management Facilities project. The resolution will authorize staff to submit an application requesting a grant offer in an amount not to exceed \$3,688,249.

Member Winston made a motion, seconded by Member Lane, to authorize staff to submit an AIP grant application to the FAA in an amount not to exceed \$3,688,249 for the Westside Storm Water Management Facilities, RDU #070379. Adopted.

AWARD – Deputy Director Business, Finance & Administration Gill reported on two awards recently received by the Authority and a member of staff from the Carolinas Minority Suppliers Development Council. Director of Administration Umphrey received the Council's Corporate Representative of the Year Award for his involvement in the Airport's DBE efforts. The Authority received the award for Public Sector Corporation of the Year.

MEMBER COMMENTS/REPORTS – Member Toler said the awards made him very proud, and he congratulated the staff on their great work. Member Clancy commented that the baggage screening service has been very good the last several times he has traveled. Member Parker congratulated the staff for winning the awards. Member Lane said the event of October 15 was very informative.

GENERAL COUNSEL'S REPORT – Attorney Tatum reported that Wake County has requested an amendment to its lease agreement permitting the County to relocate the entrance road into Lake Crabtree Regional Park to enhance traffic flow. Approval of an Amendment to the Lease Agreement was requested, subject to final legal review.

Member Sparrow made a motion, seconded by Member Teer, to approve the proposed Amendment to the Lease Agreement with Wake County which would allow the County to relocate the entrance road into Lake Crabtree Park, pending final legal review. Adopted.

Attorney Tatum requested the Authority go into Executive Session for the purpose of discussing a personnel matter at the end of the meeting.

AIRPORT DIRECTOR'S REPORT –

- Enplaned passengers for September 2002 totaled 306,759 versus 229,140 for September 2001 for a 33.9% increase. Year-to-date 2002 enplaned passengers totaled 3,212,992 versus 3,860,435 for year-to-date 2001 for a 16.8% decrease.
- Deplaned passengers for September 2002 totaled 305,412 versus 225,539 for September 2001 for a 35.4% increase. Year-to-date 2002 deplaned passengers totaled 3,210,247 versus 3,867,034 for year-to-date 2001 for a 17.0% decrease.
- Enplaned air cargo for September 2002 totaled 7,677,915 pounds versus 7,748,052 pounds for September 2001 for a 0.9% decrease. Year-to-date 2002 enplaned air cargo totaled 73,131,708 versus 91,327,692 for year-to-date 2001 for a 19.9% decrease.
- Deplaned air cargo for September 2002 totaled 9,895,293 pounds versus 9,199,910 pounds for September 2001 for a 7.6% increase. Year-to-date 2002 deplaned air cargo totaled 92,027,206 versus 94,370,678 for year-to-date 2001 for a 2.5% decrease.
- Weekday scheduled flight departures for September 2002 totaled 221 versus 194 for September 2001 for a 13.9% increase.

- Aircraft operations for September 2002 totaled 19,408 versus 16,427 for September 2001 for an 18.1% decrease. Year-to-date 2002 aircraft operations totaled 183,807 versus 217,432 for year-to-date 2001 for a 15.5% decrease.
- The number of vehicles exiting the terminal area public parking lots during September 2002 totaled 146,310 versus 137,149 for September 2001 for a 6.7% increase. The year-to-date 2002 number of vehicles exiting the terminal area public parking lots totaled 1,482,339 versus 1,851,919 for year-to-date 2001 for a 20.0% decrease.
- The number of taxicab trips taken during September 2002 totaled 10,244 versus 7,827 during September 2001 for a 30.9% increase. The year-to-date 2002 number of taxicab trips totaled 101,892 versus 100,023 for year-to-date 2001 for a 1.9% increase.
- Airline load factors for the month looked reasonably good, but not as good as August. Most carriers enjoyed load factors ranging from the mid-50s to the high 60s.
- American Airlines has announced that it will initiate nonstop daily service to San Juan, Puerto Rico beginning December 15. On March 2, 2003, American will initiate nonstop daily service to San Jose, California.
- The Authority is doing better than expected in revenue and expenditures at the midpoint of the fiscal year. Year-to-date revenues are 52.0% of the budget amount, and year-to-date expenses are 45.5% of budget.
- Customer Service & Organizational Support Director Damiano reported that the Authority celebrated National Customer Service Week October 11-18. Customer service appreciation events were held in the terminals and were well received. One hundred percent of the tenants participated. Door prizes and refreshments were provided. The Book Cellar donated over 1,000 paperback books for giveaways. As part of the internal customer appreciation events, Authority employees were presented with RDU tote bags. For the month of September, customer complaints about the security checkpoints decreased and customer compliments increased. Each board member was given an RDU tote bag.
- The Authority has in place an approved plan for the reconfiguration and expansion of the security checkpoint. The changes will be a major improvement, particularly for the holiday period. Irrespective of the action Congress takes relative to the December 31st deadline for screening all checked baggage with explosives detection equipment, the deadline is not going to be met by a majority of airports.
- Traffic levels for the year-end holiday season are anticipated to be very high. As in the past, Authority administrative staff will supplement the staff in the terminals to assist in people management, minimize congestion and marshal lines. The Parking Department does not anticipate the need for additional staff in the parking lots.

Member Teer made a motion, seconded by Member Toler, to go into Executive Session.

Member Teer made a motion, seconded by Member Toler, to return to Open Session.

By unanimous action, the full board increased the base salary of the Airport Director to \$160,000 effective October 1, 2002. Adopted.

ADJOURNMENT - There being no further business, Chairman Gibbs adjourned the meeting.

Respectfully submitted,

J. Ray Sparrow, Secretary

CORRECT ATTEST:

Kenneth D. Gibbs, Sr., Chairman